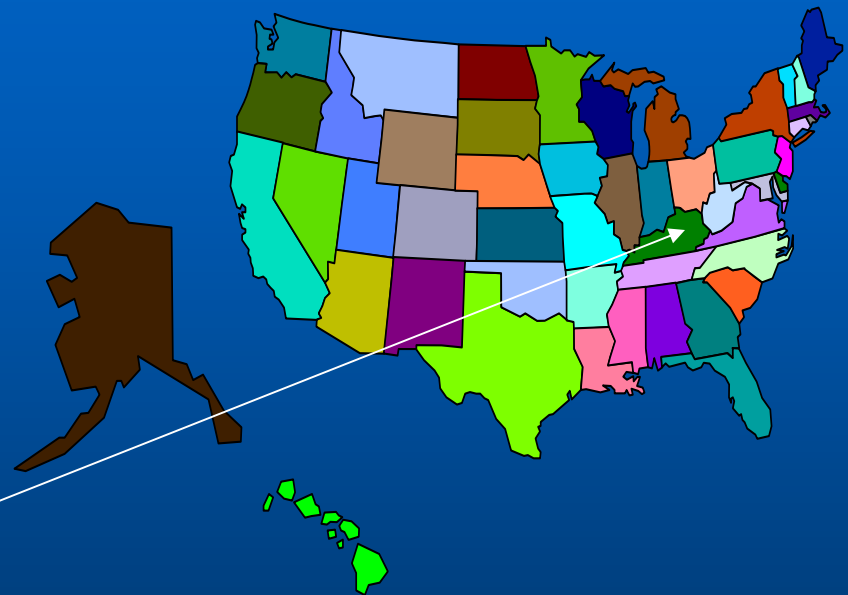
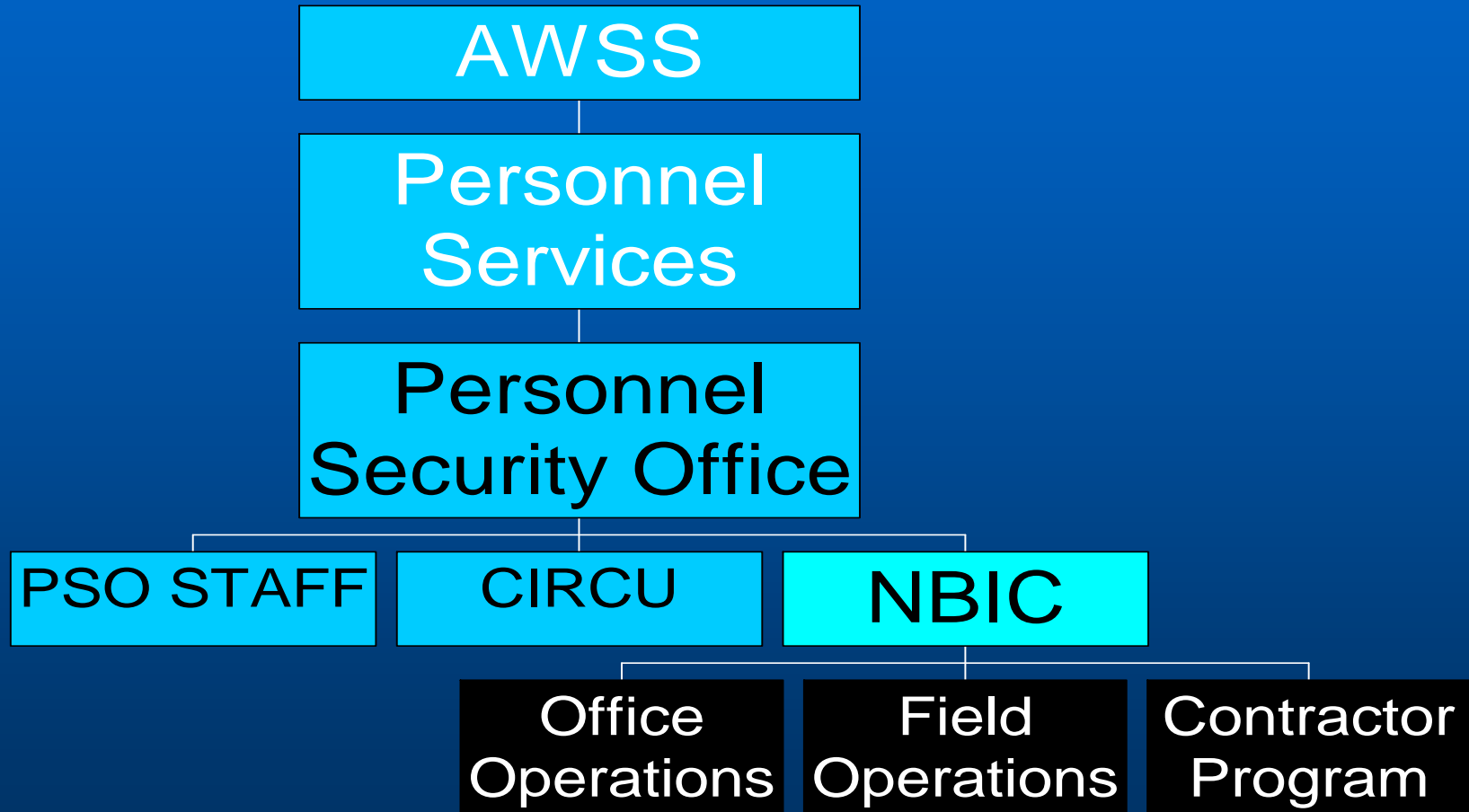


Internal Revenue Service

National Background Investigations Center



Who we are...



Investigations on IRS Contractor Employees are conducted in accordance with:

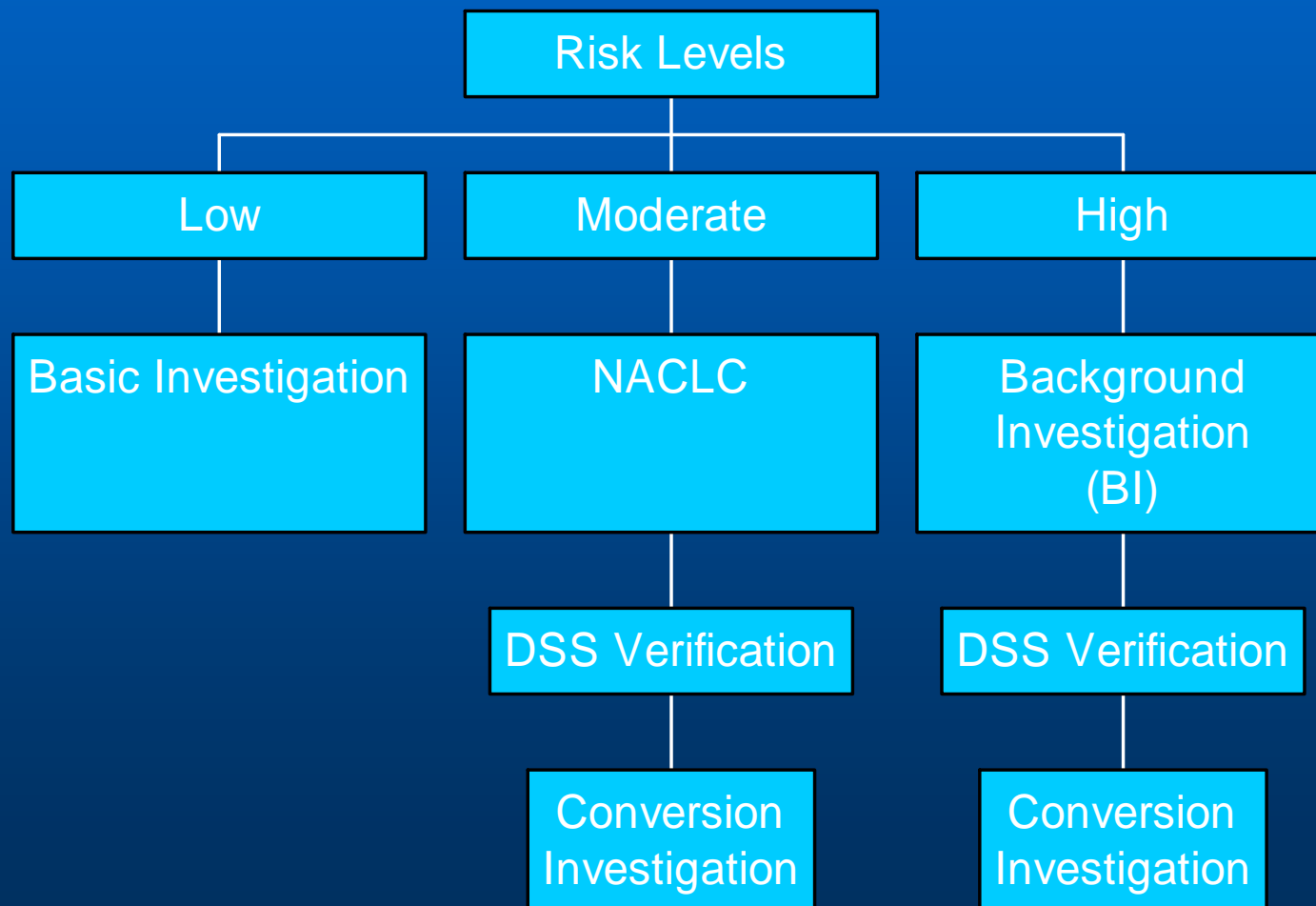
- **Dept. of the Treasury, Security Manual, TDP-71-10, Chapter II, Section 2, Investigative Requirements for Contract Employees**
- **IRM 1.23.2, Security Investigations, Chapter 2, Contractor Investigations**

Who gets investigated

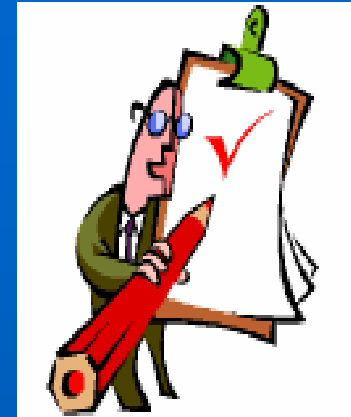


- Contractor employees requiring staff-like access to Treasury owned or controlled facilities; or
- who work wherever located, on those contracts which involve the design, operation, repair, or maintenance of information systems and access to sensitive by unclassified information

Investigation is determined by Position Risk



FORMS CHECKLIST



- ✓ COTR Request/Transmittal Memo
- ✓ SF-85P, Questionnaire for Public Trust Positions
- ✓ FCRA Disclosure & Authorization Document
- ✓ PD-70, Metro DC Police Release (if applicable)
- ✓ I-9, INS Employment Eligibility Verification (copy only of form already on file by contract employer)
- ✓ FD258, Applicant Fingerprint Card
- ✓ DD214, Military Record (if applicable - copy only)
- ✓ Non-Disclosure Agreement (if required)

Interim Access Determinations

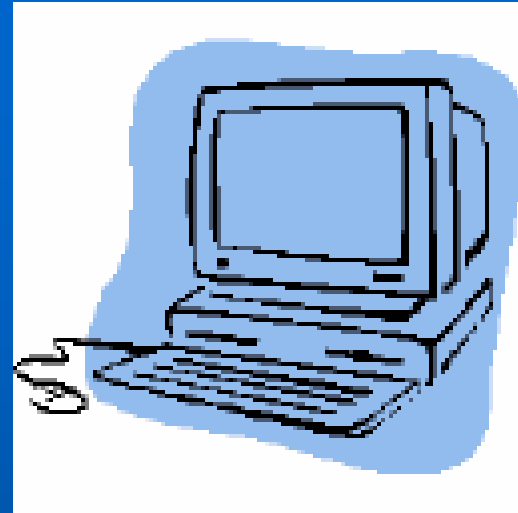
- *Contractors remain under escort until an approved interim access determination is made*
- *NBIC makes interim access determinations within 5-7 days of receipt of acceptable paperwork*
- *Interim access determinations are electronically sent to COTR via email for immediate notification*
- *High Risk Contractors in certain positions will not be considered for interim access*
- *Denials - contractors remain under escort until final adjudication of investigation*

Final Staff-Like Access

Suitability Determination is made upon completion of full investigation

- **Approved** - Contractor has full access to facilities, information, data, systems, etc. as necessary to perform duties of contract.
- Written notification from NBIC may be attached to any Form 5081 or badge application as required.
- **Proposed Denial** - Notification from PSO will be sent via Fedx to contractor employee & COTR. Employee remains under escort and has 15 days to respond.
- **Final Denial** - Notification will be sent via Fedx to contractor employee & COTR when access is denied. COTR must ensure that subject's access is revoked.

Very Important
Web Link to
Remember . . .



National Background Investigations Center
Contractor Investigation Information

**[http://www.dss.swro.swr.irs.gov/acss/
web/personnel/security/nbic/
contractor.html](http://www.dss.swro.swr.irs.gov/acss/web/personnel/security/nbic/contractor.html)**